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MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for AdministrationDDA REGISTRY
FILE: / - /

SUBJECT: CIA Committees

REFERENCE: Note for EXO/DDA fm EXDIR, dtd 10 April 85, Same Subject

1. The following is in response to your request for additional information on 13 Directorate of Administration (DA) committees reported as having been abolished. In the reference, you requested answers to the following questions: (1) what the committees do or used to do, (2) their composition, and (3) how their activities or functions will be continued if, in fact, that is necessary.

2. The comments below are keyed to your specific questions and are broken down by individual committee for easy reference.

a. Recruitment Advertising Committee: Reviewed all proposed recruitment advertising to ensure that the advertising met Federal Personnel Manual guidelines, disclosed nothing classified, and correctly portrayed the image of the Agency. It was composed of representatives from the Offices of Security and Public Affairs, and chaired by the Deputy Director of Personnel. It was determined that leaving the prior coordinating responsibilities intact was enough to satisfy the formal requirements; therefore, it was recommended the committee itself be disbanded.

b. Building Planning Committee: The purpose of this committee was to plan and discuss initial requirements for the new building. Membership was comprised of Office of Logistics (OL) personnel, representatives from all Agency Directorates, and a member of the DCI staff. The committee achieved their primary function of initial planning prior to the establishment of the New Building Project Office (NBPO) and the NBPO has assumed the functions and activities on design and construction for the new building.

c. Output Media Working Group: The function of this group was to examine output media text production and computer output devices. Additionally, they recommended solutions to hardware configuration for the Office of Logistics' Printing and Photography Division (OL/P&PD), the Office of Communications (OC), and the Office of Information Technology (OIT). Representatives from these Offices comprised the membership of this working group. All of their tasks were completed in May 1984, and the committee was disbanded.

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d. Off-Campus Advisory Committee: Representatives from the Office of Training and Education (OTE) and other interested Agency components developed the curriculum for the University of Virginia Off-Campus Program. The committee also acted as the selection body for Agency instructors. After several years of operating, the committee was dissolved and the functions are now handled routinely by the OTE Training Support Division.

e. Microform Publications Exception Review Board: The purpose of this committee was to review and evaluate requests for exceptions to reducing instructional paper holdings overseas to microfiche. The Board was comprised of representatives from OC and chaired by the Chief of the OC/OL Information Management Center. The functions of this group are currently being handled by OC personnel responsible for publishing OC literature. They request exceptions through the OC Executive Assistant for D/OC approval.

f. Technical Education Advisory Board: The functions and responsibilities of this Office of Communications Internal Board are currently being re-examined for possible reinstatement.

g. Logistics Officer Training Committee: The purpose of this committee was to conduct a study and develop training programs for OL professional and blue collar employees. The group was comprised of representatives from internal OL components and was disbanded when a full range of OL training programs were developed and the results reported to the D/OL.

h. Ad Hoc Committee for CT Training: Was formed to determine the logistics portion of the Career Trainees (CT) training program. An OL/CT along with members from internal OL components comprised the committee membership. Once their goal was accomplished, the committee was formally disbanded.

i. Management Advisory Committee: - Advised the Director of Finance (D/OF) and OF management on the concerns of OF careerists both from a career and professional point of view relative to attitudes, positions, and OF policy issues. The group was composed of internal OF careerists selected by the D/OF on a rotational basis. The functions of this committee are now resolved on an informal basis with the D/OF meeting with 15/20 Finance careerists bi-monthly to discuss OF management and policy matters.

j. Media Support Committee: This was an ad hoc committee comprised of representatives from OTE Headquarters [redacted] [redacted] to study the media needs, including hardware and personnel for the OTE instructional classroom requirements. Once the initial decisions were made, the committee became relatively inactive and their duties were assumed by the OTE Media Support Branch.

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25X1 k. Space Advisory Board: Originally made up of representatives from various OTE administrative units, this group planned and executed proposals for long-range space requirements at the Chamber of Commerce (CoC) [redacted]. Once the initial work was completed, the board met infrequently on an informal basis and their duties have been assumed by the OTE Training Support Division and the Chief, Administration Division.

l. Computer Working Group: Representatives from each of OTE's Divisions made up this committee and it was formed as a means of sharing information and solving problems relating to the introduction of automation into OTE. Once the decisions about equipment location were made and the initial concerns alleviated, the group was no longer needed. Any problems related to automation are now referred to the OTE ADP Control Officer or to operators in the OTE Information Center (data access center).

25X1 m. Travel Policy Advisory Committee: This group was comprised of representatives of internal OTE administrative units. They met to set rates for travel to training facilities and to establish policies [redacted] to move students and staff to remote training sites. Their duties were not ongoing and once their goals were completed, the committee was disbanded.

25X1 [redacted]
Harry E. Fitzwater

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